Post Details

Job Title: **Administrator**

Closing Date: **Midday 10th April 2024**

Completed Applications should be returned to Mark Harlow - mark.harlow@stpaulsirelandwood.org

Personal Details

| Surname |  |
| --- | --- |
| Forename(s) |  |
| Title |  |
| Email |  |
| Address  Post Code |  |
| Daytime Tel |  |
| Evening Tel |  |
| National Insurance Number |  |

**IMPORTANT NOTES –**

**Rehabilitation of Offenders Act (1974) (amended 2013)**

Posts which involve substantial access to children are exempt from provisions contained within this Act under which job applicants are entitled to withhold information about any previous criminal background which would otherwise be considered ‘spent’ under the terms of the Act. If the job for which you have applied involves substantial access to children and you have been shortlisted for the post, you will be provided with a form on which you will be asked to disclose any previous criminal background which is not ‘protected’ and also authorise a search of Police Records. Failure to disclose the information could result in dismissal or disciplinary action. The possession of a criminal record will not automatically debar you from consideration for the post for which you have applied. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

Employment History

| Current or Most Recent Employee | |
| --- | --- |
| Post Title |  |
| Employer’s Name |  |
| Employer’s Address  Post Code |  |
| Start Date |  |
| End Date | (N/A if currently in role) |
| Current Notice Period |  |
| Reason for leaving |  |

| Employment History | | | | |
| --- | --- | --- | --- | --- |
| Employer’s Name and address | Post Held | Start | End | Reason for Leaving |
|  |  |  |  |  |

| Please also give details of any gaps in employment: |
| --- |
|  |

Qualifications

Please list any qualifications and training relevant to the role

| Date | Awarding Body | Details of qualification/training | Result |
| --- | --- | --- | --- |
|  |  |  |  |



Education

| School / College / University / Institution  (state country if not UK) | Education level, subject, grades  (e.g. GCSE: English, C) | Start | End |
| --- | --- | --- | --- |
|  |  |  |  |

Information in support of your application

Please give your reasons for applying for this post and, using the person specification as a guide, detail your suitability for the post.

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References

Please give full details, including the correct style of address, of people who have agreed to supply references. If you are, or have been employed, the reference should be from the line manager of your most recent employer. If you have not been in recent employment please supply details of referees from previous employers or academic institutions. Please note that personal references will not normally be accepted, except where such an individual is able to give a professional judgement on your suitability for the post for which you are applying.

| Referee One (Current Employer) | |
| --- | --- |
| Name |  |
| Job Title |  |
| Address  Postcode |  |
| Email |  |
| Telephone |  |
| May we contact your current employer prior to interview? YES / NO | |

| Referee Two | |
| --- | --- |
| Name |  |
| Job Title |  |
| Address  Postcode |  |
| Email |  |
| Telephone |  |

Declaration

*C*lergy, ordinands and such employed lay people as have duties that require them to represent or speak on behalf of the Church (which, for the purpose of this policy, includes all employees) may not be a member of or promote or solicit support for a party or organisation whose constitution, policy objectives or public statements are declared in writing by the House of Bishops to be incompatible with the Church of England’s commitment to promoting racial equality. This explicitly includes the BNP and National Front.

Please confirm that you understand and are able to comply with this:

⬜ Yes ⬜ No

Are you a British National?

⬜ Yes ⬜ No

If not, do you have the right to work in the UK and hold a current work permit?

⬜ Yes ⬜ No

If so, please state the expiry date of your right to work in the UK and/or your work

|  |
| --- |

**NB** All candidates must note that no offer of a job/post will be made until:

* Satisfactory completion of legal checks.
* Receipt of an Enhanced Disclosure & Barring Service Check if this is required for the post.
* [A criminal record will not necessarily bar an application from employment with the DBF. It will depend on the nature of the post and the circumstances of the offence, however posts entailing work with children or young people fall outside the Offenders Rehabilitation Act 1974];
* Immigration checks have been made;
* Receipt of references;

St Paul’s Church data privacy notice can be found here

https://www.stpaulsirelandwood.org/dataprivacynotice

Applicants are advised that any information contained in, or derived from, their application may be retained in both manual and computerised format for the purposes of recruitment administration, the production of statistical data related to recruitment or equal opportunities and, on appointment, personnel, payroll and pensions administration. Information contained in, or derived from, unsuccessful applications and/or the interview process may be retained for a maximum of 6 months.

I hereby consent to the continued processing of all such sensitive data as outlined above.

To the best of my knowledge and belief the information supplied by me on each section of this form is correct. I understand that deliberately falsifying or withholding information in this form or any documentation relating to my future appointment may result in non-appointment or, if employed, dismissal.

| Signed |  | | |
| --- | --- | --- | --- |
| Print |  | Date |  |